

**193E—23.2(543B) Application process.**

**23.2(1)** Notice. Upon request of the committee, the real estate education director shall announce the opening of the application process by public notice. All communications relating to the committee, the application process, and grants awarded shall be directed to the real estate education director or the director's designee.

**23.2(2)** Every Iowa community college, college, and university in the state that seeks grant funds must submit an application.

**23.2(3)** Contents.

*a.* Each application must contain the following:

(1) The name and address of the applicant and the telephone number of a contact person.  
(2) A proposal summary that contains the reasons for the grant request, a plan of action which details how the awarded funds will be spent, and the results and benefits that are expected. The action plan must include:

1. The grant goals, objectives, time lines, responsible individuals, and methods of evaluation. The grant results shall be quantifiable and measurable.

2. The establishment of an end result which is beneficial to the real estate profession.

3. The number of projected real estate education courses/studies/projects to be promoted by the applicant.

(3) A budget detailing how the grant funds will be expended.

(4) Assurances that the applicant will comply with the conditions and procedures for grant administration, including a plan for project monitoring.

(5) A plan for evaluation.

(6) Assurance that the funds will not be used to retire preexisting financial obligations.

(7) Assurances that the applicant will comply with the conditions for financial management.

*b.* One original application and eight copies of the application shall be filed with the real estate education director or the director's designee, who shall provide a copy to each committee member.

**23.2(4)** The committee chair, designee, or a subcommittee appointed by the chair shall be responsible to determine which applications, if any, qualify for consideration. All applicants whose applications are rejected shall be notified of the rejection and why. The following are the reasons for which an application shall not be considered:

*a.* The application is received after the date and time specified in the notice.

*b.* The application does not contain the required information.

*c.* The application does not use the curriculum maintained by the commission.

**23.2(5)** The committee shall notify successful applicants and shall provide each successful applicant with a contract for signature. This contract shall be signed by the committee chair and an official with authority to bind the grantee. The original executed contract shall be returned to the real estate education director at the office of the commission prior to the disbursement of any funds under this program. Disbursement of funds will be processed by the professional licensing and regulation bureau within 60 days after the real estate education director has received the fully executed contract.

**23.2(6)** A grant shall be awarded for a 12-month period. The grant may be renewed for subsequent years by the grantee's making application as required.

**23.2(7)** If the applicant and the committee are unable to successfully negotiate a contract, the committee may withdraw the offer of the grant.

**23.2(8)** Applications that do not receive grants, or do not qualify, shall be retained for a period of six months from the date of the application deadline.